

**MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON  
TUESDAY 10 JULY 2012 AT THE OFFICES OF BIGGLESWADE TOWN COUNCIL, THE  
OLD COURT HOUSE, SAFFRON ROAD BIGGLESWADE**

**Present:** Cllr T Woodward (Chair), Cllr I Bond, Cllr D Lawrence, Cllr Mrs H Ramsay,  
Cllr Mrs M Russell, Cllr B Briars, Cllr Mrs W Smith  
Louise Wilcox – Deputy Town Clerk  
Sue Crowther – Administrative Assistant  
Members of the Public - 4

Also present: Cllr Ms S Mulchrone, Cllr Mrs J Lawrence and Cllr D Albone

**1. APOLOGIES**

Apologies were received from Cllr P Vickers, Cllr G Wilson and Cllr P Woodward.

**2. DECLARATION OF INTERESTS**

To receive Statutory Declarations of Interests from Members in relation to:

- (a) Prejudicial interests in any agenda item – there were no interests declared
- (b) Personal interests in any agenda item – there were no interests declared.

**3. PUBLIC OPEN SESSION**

There were no items discussed during the public opens session.

**4. ELECTION TO THE OFFICE OF VICE CHAIR**

It was **RESOLVED** that Cllr D Lawrence be appointed to the office of Vice Chair of the Finance & General Purposes Committee for the period 2012/2013.

**5. MINUTES OF MEETINGS**

- a. Members received and approved minutes of Finance and General Purposes meeting held on 15 November 2011.

**b. MATTERS ARISING**

Minutes of the Finance and General Purpose meeting – 15 November 2011 –  
Cllr Mrs M Russell asked that item f – Treasury/Deposit/investment be discussed at the next F&GP meeting in November 2012.

**6. ITEMS FOR CONSIDERATION**

**a. Financial Regulations**

Members reviewed Town Councils current Financial Regulations and made the following amendments:

**Page 1:** Remove item 2.4 and replace with point 2.5 from NALC Financial Regulations

**Page 2:** 3.3 insert the word 'FULL' before the word 'STATEMENT' on line one

**Page 3:** 5.1 add 'electronic payments'

5.2 and 5.3 replace Financial Assistant with 'RFO shall ensure that'

5.5 The petty cash float to be increased to £150 (from £100) and add 'to be reconciled fortnightly' at the end of the paragraph

**Page 4** 8.1 remove 'Financial Assistant'

8.8 replace 'The Financial Assistant' to be replaced with 'The RFO shall ensure '

9.2 remove 'Financial Assistant' and add 'the budget holder'

**Page 5** 10c – change first word from 'Such' to 'An' and on line 4 change 'address' to 'addressed'

Swap items (e) and (f)

Item (e) increase amount from '£1000' to '£2000'

**Page 6** Item 15.1 – line 2 – change 'from time to time' to 'at least annually'

Add items 14.1 and 14.2 from NALC Financial Regulations (Assets, Properties and Estates)

Item 14.2 increase value to £1000

## **7. PUBLIC OPEN SESSION**

A member of the public said that Town Council should review insurances annually and obtain new quotations.